INTERN

$ 11.50-$ 11.50 hourly

Date Posted: 07/13/2007
Closing Date: 07/27/2007
Position End Date: 09/30/2008
Working Title: Intern: Envir Preferable Purch
Hiring Agency: Pollution Control Agency
Location: St. Paul
Who May Apply: Open to all qualified job seekers
Posting Number: 07PCA000212
Employment Conditions: Limited, Full-time
Work Shift: Day Shift
Days of Work: Monday-Friday
Travel Required: yes
Job Grouping: General Administration
Classified Status: Non-Status

What's Great About This Job: Help protect Minnesota's environment! The Minnesota Pollution Control Agency (MPCA) works with Minnesotans to protect, conserve and improve our environment and enhance our quality of life. Agency staff and our environmental partners use a variety of voluntary and regulatory prevention, management and clean-up strategies to protect Minnesota's environment and help keep our state's air, water and land clean. The MPCA has approximately 880 employees located in eight offices across the state.

Job Description: This full-time internship is with the Minnesota Pollution Control Agency (MPCA) and is supported by the Responsible Purchasing Network (refer to www.responsiblepurchasing.org) and the Center for a New American Dream. The position works with the MPCA's Project Manager of Environmentally Preferable Purchasing. This internship is from 9 to 12 months in length, depending on candidate availability.

Assist in the updating of the Environmentally Preferable Purchasing (EPP) Guide to update priority product areas and promote the Guide as an essential purchasing tool in Minnesota.
Assist the Project Manager with a pilot project with the City of St. Peter to increase EPP. Eventually using that model to help other local governments in MN accomplish similar EPP goals.

Increase the availability of EPP on state contracts and promote those products directly to public entities.

**Minimum Qualifications:**
Candidates must be a college senior or a graduate student in a field related to environmental protection. The work experience must fulfill an academic requirement and/or result in academic credit from an accredited educational institution.

Effective oral communication, written communication, computer, organization, and problem-solving skills.

Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the a gross combination weight does not exceed 26,000 pounds.

**Preferred Qualifications:**
Experience with environmentally-preferable purchasing
Strong interest in environmental and pollution prevention issues
Database analysis
Coursework in ecology, environmental studies, environmental science, economics, and composition.
Internet research skills
Ability to manage multiple tasks
Ability to initiate projects independently

**Selection Process:**
The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.
If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

**How to Apply:** You are strongly encouraged to submit your resume through the on-line Resume Builder at [https://statejobs.doer.state.mn.us/ResumeBuilder](https://statejobs.doer.state.mn.us/ResumeBuilder). You may copy and paste in your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Department of Employee Relations (DOER), 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and DOER web sites, at any state agency HR office, or by calling 651-296-2616 or, in greater Minnesota, 1-800-657-3974.

**Contact for More Information:** Katherine Hanson, katherine.hanson@pca.state.mn.us.